



ADA Compliance Program

Advisory Committee

Section 504 and Americans with Disabilities Act

Clark County is committed to ensuring that all its facilities, programs, services, and activities are accessible to people with disabilities. Clark County complies with disability access laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). The Section 504 and Americans with Disabilities Advisory Committee plays a vital role in providing input to Clark County.

Section 504 of the Rehabilitation Act of 1973 states that programs or activities that receive federal money (such as Clark County) cannot, solely by reason of disability, exclude a qualified disabled person from participation in, deny the benefits of, or subject the person to discrimination. Because of Section 504, Clark County must remove barriers and make reasonable accommodations for qualified individuals with disabilities.

The Americans with Disabilities Act of 1990 (ADA)

Title I requires that employers such as Clark County must provide equal employment opportunities for applicants and employees with disabilities.

Title II requires that Clark County must make its facilities, programs, services, and activities accessible to members of the public who have disabilities.

By-Laws

Section 504 and Americans with Disabilities Act Advisory Committee

ARTICLE I: Name

The name of said committee shall be the Clark County Section 504 and Americans with Disabilities Act Advisory Committee (hereinafter referred to as "the committee").

ARTICLE II: Form of Committee

The committee shall be a special purpose committee made up of volunteers who are Clark County residents. The Clark County Board of Commissioners adopted the concept of the committee on July 19, 2005.

ARTICLE III: Purpose

The committee shall serve in an advisory capacity only to Clark County in developing strategies, systems and guidelines in implementing the Section 504/ADA Compliance Work Plan. The function of the committee shall include, but not be limited to, the

following ...

- A. Review the Section 504/ADA Compliance Accessibility Work Plan and make recommendations towards improving its effectiveness to ensure accessibility of all Clark County programs, services and activities for people with disabilities;
- B. Assist the Clark County Public Works Department in developing strategies for the county's sidewalk transition plan.
- C. Make recommendations regarding the county's practices pertaining to the employment of people with disabilities; and
- D. Make recommendations regarding access to all Clark County services and facilities for people with disabilities. Any recommendations or proposals advanced by the committee shall be advisory in nature, and shall be given due consideration by the appropriate county department for feasibility and implementation.
- E. Make recommendations to county departments regarding Section 504/ADA accessibility issues.

ARTICLE IV: Membership

The committee shall consist of a minimum of four community volunteer members and the Clark County ADA Compliance Coordinator.

Appointments and terms shall be as follows ...

- A. There will be two–two year appointments and two-three year appointments.
- B. Volunteer members shall be appointed by the Board of County Commissioners.
- C. Appointments should be representative of a wide variety of disability groups. Appointees shall have an interest, experience and a demonstrated commitment to issues pertaining to disability and access. Members must be Clark County residents.
- D. The committee shall make reasonable accommodations to enable the participation of its members and/or guests who are persons with disabilities.
- E. There shall be no fee required for membership, nor shall any members receive any financial reimbursement for their services.
- F. Members may be appointed for up to two consecutive full terms. After serving two consecutive full terms, a member may apply for a new committee appointment after a one-year leave.
- G. The Clark County ADA compliance officer shall be a permanent member on the committee.
- H. Member Vacancy: A committee member position shall be deemed vacant when:
 - 1. An appointee who has not yet been confirmed withdraws his/her application;

2. A member no longer continues to meet qualifications for appointment during the term of office; or
3. A member voluntarily resigns prior to the expiration of an appointed term.

I. Conflict of Interest: Committee members shall disqualify themselves from participation in any discussion and/or vote on any matter in which a board member or his/her family has a financial interest (tangible gain) or a personal interest which would affect independence of judgment or action in the performance of the member's duties.

J. Members may not speak on behalf of the committee without express permission of the committee and at no time shall volunteer committee members present or portray themselves as county employees.

K. Member Resignation: A committee member may resign from committee membership by giving written notice to the chair. The notice shall specify an effective date of resignation, and whenever possible, should be submitted at least thirty days prior to the effective date of resignation.

L. Member Removal: The committee may recommend that a member be removed for failure to participate in committee activities or for behavior that negatively impacts the committee's purpose or reflects poorly on the county's mission to serve the community.

ARTICLE V: Meetings

A. Meetings: The committee shall meet every two months unless otherwise determined by a majority of voting members. The time, hour and place of these meetings shall be determined by a consensus of the committee. All meetings of the committee shall be called, noticed, held and conducted in accordance with the State of Washington Open Meetings Law.

B. Additional Meetings: When deemed expedient, or at the request of the majority of the committee, the committee chairperson may call additional meetings of the committee to be held at such time and place as stated by the committee chairperson. Additional meetings shall be called, noticed, held and conducted in accordance with the State of Washington Open Meetings Law.

C. Quorum: At any meeting, a quorum shall consist of a majority of the committee/subcommittee(s) members. No action item requiring the committee's vote shall be resolved in the absence of a quorum.

D. Voting:

1. The vote on all questions coming before the committee/subcommittee(s) shall be by voice vote, elevating hands, or other effective method. The chairperson of the committee shall vote in all cases, when present.
2. Upon request by any committee member, a vote will be tallied and recorded in the meeting minutes.
3. Attendance: Members are expected to attend all regular meetings, but two absences per year may be excused.

- E. Minutes: Meeting minutes will be sent to the committee members, the county administrator, the Board of County Commissioners and all affected county departments at least ten (10) business days before the next meeting. All official records of the committee shall be kept at the Clark County ADA Compliance Office (General Services Department). Minutes will be posted on the Clark County ADA web site and, upon request, will be made available for public inspection during regular business hours.

ARTICLE VI : Officers

A. Officers shall serve terms of one (1) year unless reappointed by majority vote of the committee.

B. The officers of the committee shall consist of chairperson and vice chairperson, elected by the committee. The committee shall have the discretion to select other officers as needed.

C. Officers - Duties

1. Chairperson

- A. The chair shall preside over all regular committee meetings.
- B. The chair shall formulate the agenda with input from members and staff.
- C. The chair shall oversee the committee work plan.
- D. The chair shall serve as the spokesperson for the committee.
- E. The chair shall perform such other duties as required and approved by the committee.

2. Vice-Chairperson:

- A. The vice-chair shall assist the chair in fulfilling his/her duties and shall serve as chairperson during the absence of the chairperson.
- B. The vice-chair shall chair subcommittees on special subjects as designated by the committee.
- C. The vice-chair shall ensure that all committee activities adhere to the committee bylaws.
- D. The vice-chair shall also perform such other duties as required and approved by the committee.

D. Officer Resignation: A committee officer may resign from office by giving written notice to the chair. The notice shall specify an effective date of resignation, and whenever possible, should be submitted at least thirty days prior to the effective date of resignation.

E. Officer Vacancy: In the event the chairperson is unable to fulfill his/her duties or

resigns in the middle of a term, the vice-chairperson automatically assumes the duties of the chairperson until elections for the office are held. In the event of a vacancy in any other officer position, the committee shall elect a committee member to fill the unexpired term.

ARTICLE VII: Recruitment, Appointment and Confirmation of Members

Committee vacancies and resignations will be filled in the following manner:

- A. Openings will be advertised and applications accepted from any qualified individuals interested in serving on the committee.
- B. Current committee members may forward names of potential committee members for consideration.
- C. Committee members will be appointed by the Board of County Commissioners.

ARTICLE VIII: Subcommittees

Subcommittees - The chairperson shall have the authority to create subcommittees that may be deemed helpful to the work of the committee and the accomplishment of its purpose. Subcommittees shall cover issues relevant to the mission of the committee.

ARTICLE IX: Finances

The committee shall neither receive funds nor make disbursement of its own authority.

ARTICLE X: Support Services

Secretarial, mailing, telephone and other minimal support services essential to the work of the committee will be provided by the Clark County General Services Department.

ARTICLE XI: Amendments

These bylaws may be amended by a majority vote at any meeting of the committee provided that notice of the proposed amendment(s) have been sent to all members ten (10) business days in advance of the meeting.